

## **Kansas Capital Quilters Guild**

### **WEBMASTER Job Description**

1. Gathers information for the website.
2. Maintains, updates and publishes monthly, the Newsletter, and General Meeting Minutes that have been approved by the board. Updates the website with other current information as it becomes available, including but not limited to: Advertisers, Programs and Workshops, KCQG Quilt Show, Opportunity Quilt, and Membership Forms, Quilt Show Winners, and Challenge Winners.
3. Maintains the PASSWORD for the guild members to access the 'Members Area' section, to view the Newsletter and Minutes. Changes the Password annually, on October 1<sup>st</sup>, to coincide with a new membership year. The new Password will be announced via email to the current members with email addresses.
4. Maintain and provide an email link to a g-mail account, the President can check, so that the public can contact us.
5. Maintain a notebook of all information related to the website including web hosting contracts and passwords.
6. Maintains and organizes files on home computer that contain the files added to the website. This is to back-up the files and keep track of updated versions of files.
7. Create and maintain a notebook of instructions as to how to update the various types of files, links, text, photographs, passwords, etc. and other website building techniques.
8. Pays Weebly, the Service Provider, for the annual Pro Account and Domain name. The Guild will reimburse these costs that are due in the summer.
9. On January first of each year, the date on the footer needs to be updated to the new year. It will say (ALL RIGHTS RESERVED 2017- ) The current year would go there.
10. The Webmaster position involves updating only. It does NOT include building a website from scratch.

(Rev. 11/2018)